

Truro Housing Authority Request for Housing Specialist Consulting Services

The Truro Housing Authority is seeking the services of a Housing Specialist on a consulting basis to assist with implementation of the Authority's mission and to support the advancement of established goals and objectives. In partnership with the Town of Truro, the Truro Housing Authority is soliciting proposals from experienced service providers for services related to the all aspects of the development of affordable housing and for support of the Truro Housing Authority.

Application Process

Please submit a resume, examples of work in the affordable housing field, three (3) references and a fee proposal. The services will be engaged on a project basis. It is anticipated that a consultant will be selected with an agreed to fee schedule. A separate scope, time frame and hours required will be negotiated for each project. Documents must be submitted in a sealed document labeled on the outside "HOUSING SPECIALIST CONSULTING SERVICES". Submit three copies of the proposal to the Administration Office, Truro Town Hall, 24 Town Hall Road, Truro, MA 02666 by 2:00PM on September 27th, 2016. Any questions regarding this open solicitation should be directed to Rae Ann Palmer, Town Manager via email at rpalmer@truro-ma.gov.

Selection Process

Applications will be reviewed by the Truro Housing Authority. Finalists will be interviewed by a panel. The selection will be based on qualifications and the results of the interview process.

Examples of Requested Work:

- Assist in all aspects of the planning and implementation of an affordable housing project
- Carry out comprehensive assessments of housing needs
- Improve local housing policies and programs
- Provide varying levels of direct assistance to local community development organizations in the following areas: project development and finance, business planning for housing development, organizational development, property and asset management, property acquisition strategies, and other housing-related areas as needed
- Assist nonprofits in securing funds from public and private sources
- Prepare written progress, financial and compliance tracking reports for the Housing Authority
- Help develop and carry out a strategy that will result in securing more resources for affordable housing development and preservation work
- Conduct ongoing research on good practices and additional strategies to support nonprofit housing production

- Help monitoring the use of local, county, State and Federal funding for housing development and work with the affordable housing teams to develop program recommendations.

Required Skills/Qualifications:

- Five + years of experience developing affordable rental and/or for sale housing
- Experience in real estate development, especially affordable rental housing, including project planning, financial packaging and project management
- Working knowledge of tax credits and financing
- Experience in community organizing, community planning and organizational development and/or advocacy experience
- Knowledge of property management, preferably with direct experience managing rental property
- Familiarity with Federal, State and local affordable housing and community development programs
- Excellent communications skills including writing and presentation skills
- Financial analysis skills including spreadsheet proficiency for project pro formas
- Experience in grant writing preferred
- Strong computer skills including use of spreadsheets

In accordance with M.G.L. Chapter 30B, § 9, the Town of Truro reserves the right to cancel this Request for Services or reject, in whole or in part, any and all bids or proposals if it determines that such cancellation or rejection serves the best interests of the Town.

